

Modify Order - Motion to

Instructions:

Select *Bankruptcy or Adversary*

Select *Motions/Applications on Bankruptcy Menu; Motions on Adversary Menu*

Enter case number

Verify case number is correct

Select Document Event: [Modify Order](#)

Insert “Notice” if the document is titled Motion and Notice (if using the Bankruptcy Motion event)

Select Party

- Party filer not listed, Add/Create New Party

Browse, Verify and attach the correct pdf file

- Add attachments, if applicable

Select Appropriate Event to which this event relates

- Narrow search by entering category type. Highlight all categories if unsure which category.
- Narrow search further by file date range or document # range.
- Select event of document mailed/served

Review Docket Text for accuracy

Warning!! Verify entry is correct before submitting